

APPENDIX III.

G. O. No. E. 1737-95—P. & S. 74-21-9, dated 7th September 1922.

Envelopes.

Issuing detailed instructions in regard to economising the use of —.

OFFICIAL MEMORANDUM.

ORDER NO. E. 1737-95—P. & S. 74-21-9, DATED 7TH SEPTEMBER 1922.

In continuation of Government Order No. M. 5501-60—P. & S. 74-21-1, dated the 1st June 1921 and Official Memorandum No. M. 5595-639—P. & S. 74-21-2, dated 6th June 1922, the following revised instructions in respect of the use of envelopes are issued :

(1) Envelopes should be fastened by pasting a slip over the flap, without the flap itself being gummed, and the address and other details written or printed on this slip. The addressee will, in opening envelopes, merely cut across the slip *without injuring the flap*, so that the envelope can be used again by pasting on it another similar slip.

(2) In the case of envelopes transmitted by post, the flap should contain instructions to the post office to impress its stamp on the slip only, even in the cases of envelopes on which the names of addressees have already been printed. Envelopes should be collected and returned to the office of issue as already directed in the Official Memorandum referred to above.

(3) In the case of long envelopes, slips with perforated edges may be pasted over the flaps, only one cage, namely, the outermost one on which the address is written, being gummed and utilised each time the cover is sent out.

(4) Wherever practicable, combined letter-envelopes should be brought into use and the use of separate envelopes dispensed with.

(5) The Superintendent, Government Printing and Stationery, will print slips to suit the several sizes of envelopes and supply them to the several officers together with the combined letter-envelopes.

(6) The supply of envelopes to Departments will be reduced by 50 per cent as the general observance of the above instructions is expected to result in a considerable saving in envelopes.

B. VENKOBA RAO,
Secretary to Government,
General Department.

To—The Secretaries to Government.
The Heads of Departments.
The Deputy Commissioners of Districts.